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FILE

22 AUG 1968

MINUTES

DD/S STAFF MEETING

20 August 1968 - 1030 Hours

Meeting
(Minutes)
Sg.

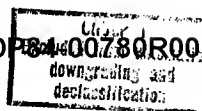
2. Suggestion Awards

[] presented a brief rundown of the Suggestion Awards Program for FY 1968. During this year there was an increase of 27% in the number of suggestions received -- a total of 540. Of these, 414 met the criteria and 91 were adopted. Seventy-six cash awards were made with estimated tangible savings resulting from these suggestions of \$276,000. [] noted that the Agency compares favorably with that of the Government as a whole, with the Agency average award being three times that of the Government average. The Support Directorate submitted 134 eligible suggestions, with 31 of these being adopted. The Office of Communications submitted 51; the Office of Logistics 39, and the Office of Training 13. [] also commented on the considerable time and effort devoted to this Program by the Office of Personnel staff. Mr. Wattles expressed his feeling that employees who submitted suggestions thereafter identify closer with the problems of the Agency.

3. Records Management Program

Mr. Bannerman referred to his memorandum of 19 August directed to Office Heads concerning a very necessary purge of retired office records. He noted that a Records Management Board has been created which will face up to the serious problems in the Records Program. The Board is expected to study these problems and come up with solutions. [] has been designated as the Support Directorate representative on the Board, and each Office Head is requested to designate an individual to help review the mass of records at the Records Center which have no disposal schedules. The individual selected should be a responsible officer who can act for the Office Head in disposing of office records; nominations should be sent to []. It is expected that a report can be submitted by 10 September as to actions taken and plans being developed on these matters.

SECRET



SECRET

-2-

Mr. Coffey joined the meeting.

4. Security Violations

During the month of July there were five security violations in the Support Directorate; two each in the Offices of Communications and Training and one in the Office of Finance. This contrasts with four violations during the month of July 1967.

5. Attrition of Career Trainees

Mr. Bannerman said that Mr. Helms is concerned with this problem and wishes every effort to be made for proper placement of the trainees. Some comments were made at the Morning Meeting that the lack of meaningful jobs was possibly leading to greater attrition. It was also noted that of the 69 trainees who left the program during FY 1968, perhaps 40 did so because of job-related factors.

6. Communications

25X1 [] commented on the recent successful transmission, via regular communications channels, of an EKG [] to Headquarters. 25X1 This is a first in this area. Mr. Bannerman noted recent comments by George 25X1

[]

7. Tax Reporting

The DD/S mentioned a recent case involving an employee who has not filed State tax returns for five years. Mr. Bush said that the Agency is only required to withhold taxes for the State of residence, and there is some question as to how far we want to go in investigating those cases where no State tax is being withheld. There are some 16 States who do not require such withholding. There is also no automatic withholding of State taxes for employees who are overseas; this will be done, however, if requested by the employee. The DD/S requested a note from Mr. Bush on the problem, and the facts from Mr. Wattles on a second employee who also apparently is not filing his State income tax.

8. []

25X1 Mr. Bannerman requested comments from Security, Personnel, and Training on this matter.

SECRET

SECRET

-3-

25X1

Secret Service has not requested further support.

We are receiving reports from the FBI and the Army on the Chicago convention outlook, but all information is pretty general. The DD/S said he would like any analysis of the situation that would be suitable to pass up the line.

25X1 [] now retired, had a heart attack very recently but is reported doing nicely.

c. Mr. Richardson:

25X1 The University Off-Campus Program is in bad straits again. OTR has published the courses for the fall semester in the OTR Bulletin, in an All Employee Bulletin, etc., but has had to cancel out the George Washington University program as none of the 17 courses had more than seven registrations (15 required). So far there have been 82 registrations for George Washington University and 49 for American University. Of the 10 courses offered by American University only two have sufficient registration, and the majority of these students are Agency sponsored.

25X1 [] noted that it was possible that cover problems preclude participation of many employees who might otherwise avail themselves of college study. The DD/S asked [] to look into this situation with the OTR and the Central Cover Staff.

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-4-

11. The meeting adjourned at 1115 hours.



25X1

Special Assistant to the
Deputy Director for Support

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ACTION ITEMS

DD/S STAFF MEETING

20 August 1968 - 1030 Hours

1. Office Heads to nominate responsible officers to assist in review of records. Nominations to be sent

25X1

2. Mr. Bush to submit a note to the DD/S on the State tax withholdings problem.

Mr. Wattles to submit the facts to the DD/S on a second employee who is apparently not filing his State income tax.

3. Offices of Security, Personnel and Training to submit comments on the case.

DONE

4.

5. to look into the cover problem of employees who might participate in the University Off-Campus Program. OTR and the Central Cover Staff also to participate.

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